

**Minutes of the
Comprehensive Development Plan Advisory Committee**
Thursday, February 26, 2004

Dale Shaver, Director, Waukesha County Department of Parks and Land Use called the meeting to order at 3:30 p.m.

Committee Members

Present (Name and Municipality):

Keith Henderson, Town of Brookfield
Tim Barbeau, Town of Delafield
Jeff Herrmann, Town of Genesee, Oconomowoc and City of Delafield
Marilyn Haroldson, Town of Merton
Barb Holtz, Town of Mukwonago
Colin Butler, Town of Ottawa
James Siepmann, Town of Summit
Bruce Kaniewski, Towns of Vernon, Waukesha and Village of North Prairie
Larry Plaster, Village of Butler
Andy Gehl, Village of Chenequa
Rebecca Finn, Village of Elm Grove
Wallace Thiel, Village of Hartland
William Freisleben, Village of Menomonee Falls
Donald Wiemer, Village of Oconomowoc Lake
Michael Theis, City of Brookfield
Roland Tonn, City of Oconomowoc
Steve Crandell, Doug Koehler and Mike Hoeft, City of Waukesha
Harlan Clinkenbeard, City of Pewaukee
Walter Kolb, Waukesha County Park and Planning Commission

Committee Members

Absent (Name and Municipality):

Jeffrey Musche, Town of Lisbon
Bart Zilk, Village of Dousman
George Stumpf, Village of Lac La Belle
Representative of the Village of Big Bend

Advisory Committee Introductions

Charge to Advisory Committee

- Lead elected official or an individual who can speak on behalf of the municipality will serve on the Committee
- Create final document entitled "A Development Plan for Waukesha County"
- Facilitate a planning process

Comprehensive Planning Process Overview

- Update Waukesha County Development Plan
 - Update with 2000 census information
 - Validate economic, demographic and growth information in 1997 document
- Municipal Land Use Plans
 - Update with 2000 census information
 - Comply with “Smart Growth” law
- Benefits of Coordinating Comprehensive Planning Effort
 - Comply with Comprehensive Planning Law timetable
 - Cost efficient
 - Effective use of planning resources
 - Builds communication and coordination of land use issues.
- Advisory Committee members will serve as Chairpersons of the sub-committees and coordinate the work of the sub-committees including: developing and accepting plan goals and objectives, timelines, developing plan implementation elements. Sub-Committees will engage input for other units of government, citizens, landowners, non-profit organizations, professional and business associations.

Sub-Committees include:

- Utilities and Community Facilities Element
- Agriculture, Natural and Cultural Resources Element
- Economic Development Element
- Intergovernmental Cooperation Element
- Land Use Element
- Transportation Element

Comments and/or Questions

Mr. Thiel asked if the individual communities would contribute separate information or would a generic document be created, referencing other documents, which incorporate it? Mr. Shaver recommended that references could be made to specific documents within the Comprehensive Plan.

Web Page to Present Information

Information regarding agendas, minutes, public involvement process, planning advisory committee and sub-committees, planning overview and planning progress will be hosted on the Waukesha County Department of Parks and Land Use webpage located at:

www.waukeshacounty.gov/landandparks/development_plan

Land Information System

A folder would be dedicated to the update to the Comprehensive Development Plan for Waukesha County. Included would be maps on the draft Land Use Plan, Utility Plan, Transportation Corridor Plan which would allow individuals access the updates to the process.

www.waukeshacounty.gov/landandparks/lisd/

Comments and/or Questions

Mr. Mace asked if there would be a link for the public to comment about specific issues? Mr. Shaver replied, "Yes", and there could also be survey's posted. Mr. Butler suggested it could be set up as an on-line conversation to let individuals communicate with each other. This could supply trends as to what individuals are interested in. It would also enable information to be shared with others rather than survey's which are submitted and only one person sees.

Responsibilities of Advisory Committee Members

Update plan with the logic and/or assumptions made behind the decisions for the land use categories or growth patterns. The County's Land Information System website should contain the correct information for each municipality in the County.

Commitment and consistent attendance from each designated representative of the municipalities to attend the scheduled meetings. Each Advisory Committee member will be responsible for providing status updates to and obtain feedback from the municipalities they represent.

Decision Making Process

It was decided that decisions would be made by consensus vote of the members attending the meeting. Information on upcoming agenda items will be provided to the Committee members in advance so items could be discussed at various Council, Board and Plan Commission meetings, etc. prior to the Committee visiting the issue.

It was suggested at the next meeting that a Chairperson and Vice Chairperson for the Committee would be designated.

Comments and/or Questions

Ms. Moore asked, if the communities, which have not signed on for the project could be a part of the Advisory Committee (citizens which may be interested but their community has not signed on)? Mr. Mace suggested that individuals not on the Advisory Committee who have an interest in components of the comprehensive plan could be part of the process. Mr. Shaver agreed.

Meeting Times and Dates

It was decided that future meetings would be held on the fourth Thursday of the month, from 4:00 p.m. to 6:00 p.m.

The next meeting will be held Thursday, March 25, 2004, at 4:00 p.m. in Room 350 (County Board Room) of the Waukesha County Courthouse, 515 West Moreland Boulevard Room 350.

Possible items to be discussed at the next or upcoming meetings:

- Timeline for Planning Project and the creation of the Committees and Sub-Committees
- Identification of key accomplishments and outcomes
- Definition of rural character in Waukesha County
- Speaker from the State to explain Comprehensive Planning Grants and the grant process including the use of the grants

The meeting adjourned at 4:50 p.m.